



228 S. MASSACHUSETTS AVE.  
 LAKELAND, FLORIDA 33801-5086  
 863/834-6012  
 TDD 863/834-8333

## SCREEN ROOM-SHED-CARPORT CHECKLIST

Revised 3-23-20

PLEASE INCLUDE THE FOLLOWING ITEMS IN THE ORDER SHOWN BELOW

<input type="checkbox"/> Building Permit Application	Complete all information on the <a href="#">Building Permit Application</a> provided. If the information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Building Inspection Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a> .
<input type="checkbox"/> Owner/Builder Disclosure Statement	<b>APPLICABLE TO OWNER/BUILDERS ONLY.</b> An <a href="#">Owner/Builder Disclosure Statement</a> is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Building Inspection Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a> .
<input type="checkbox"/> Plot/Site Plans	Follow the <a href="#">Site Plan Guidelines</a> and include proposed setbacks from the property line to all sides of the proposed structure. For further information on plan requirements, contact Planning at 863-834-7526.
<input type="checkbox"/> Complete Set of Sealed Plans	Please provide a complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code, relevant laws, ordinances, rules and regulations. All required pages must be signed and sealed by an Architect or Engineer. The maximum sheet size is 24" x 36". A complete scope of work is also required to be submitted describing the work being done.
<input type="checkbox"/> City of Lakeland Product Approval Checklist	The <a href="#">Product Approval Checklist</a> must be submitted. If this information is stated on the plans, this form does not need to be submitted. For assistance in obtaining product approval numbers and installation sheets, please visit <a href="http://www.floridabuilding.org">www.floridabuilding.org</a> .
<input type="checkbox"/> Notice of Commencement	Before you can obtain the first inspection, the recorded <a href="#">Notice of Commencement Form</a> must be submitted to the City of Lakeland Building Inspection Division. A NOC is required for all projects over \$2500.